

# Site Plan Completeness Check: Telecommunication Tower Small Project

**City of Austin**  
**505 Barton Springs Road**  
**Austin, Texas 78704**

**Planning and Development Review Department**  
**Phone (512) 974-6370**  
**Fax (512) 974-2934**

Tracking # _____	Date Received for Completeness Check _____
Project Name _____	
Address of Project _____	
Primary Contact _____	Phone _____ Fax _____
Case Manager _____	Phone _____

## Circled Items Below Must Be Addressed Prior To Filing

### General Information Required for Submittal:

- ☐ Completed application form with all appropriate signatures
- ☐ Legible 4" x 4" Location Map on separate 8 ½ " x 11" sheet
- ☐ Signed Inspection Authorization Form
- ☐ Full-size Tax Maps (1"=100") showing properties within 500' of tower centerline - or -  
For projects located outside of Travis County, submit a list of names and addresses of all property owners within 500' of tower centerline
- ☐ Current Tax Certificates (Not required if tax exempt)
- ☐ Tower Collocation Affidavit (if within City)
- ☐ Historic Zoning, Daycare, Dwelling Unit Separation Affidavit (if within City)
- ☐ Plat Note/Deed Restriction Acknowledgement Form
- ☐ Site Plan (at least 2 sheets) 24" x 36" format only
- ☐ NECS compliance form from Austin Energy (if within Austin Energy territory)
- ☐ Water quality and detention addressed

### Notes:

- ☐ Project Description Form

### Information Required on Site Plan for Submittal:

- ☐ Land owner, Tower owner, Agent information
- ☐ Height and Profile of Tower
- ☐ Site Location Map
- ☐ Plan showing parent tract with lease area. Show all impervious cover with calculations.
- ☐ Plan showing all existing and proposed improvements and impervious cover within lease area and Limits of Construction (LOC). Show existing trees and trees to be removed within and adjacent to LOC. Minimum scale: 1"=10'
- ☐ Existing easements and setbacks
- ☐ Proposed and existing landscape and trees
- ☐ Erosion sedimentation controls and notes
- ☐ For **Projects within the City Limits**, a map showing the zoning and land uses:  
Administrative Site Plan  
within 200' radius for tower height up to 75'  
within 250' radius for 76'-100' tower height  
within 540' radius for 101'-120' tower height  
Conditional Use Site Plan  
within 75' radius for tower height up to 75'  
within 100' radius for 76'-100' tower height  
within 200' radius for 101'-120' tower height  
within 300' radius for tower height up over 120'